

SAINT CHARLES PARISH
Department of Planning and Zoning
P.O. Box 302 (14996 River Road) • HAHNVILLE, LOUISIANA 70057
(985) 783-5060 • (985) 783-5000 • FAX (985) 783-6447

PERMIT APPLICATION

(CIRCLE TYPE/S BELOW)

RESIDENTIAL ADDITION

ACCESSORY BUILDING

PATIO COVER

rev 10/2014

(OFFICE SECTION)

PERMIT #: _____ PERMIT TYPE _____ DATE REQUESTED: _____
RECEIPT #: _____ COUNCIL DISTRICT _____ ZONING DISTRICT: _____
FLOOD ZONE _____ BFE _____ DFRIM _____

Permit issuance hours are 8:30am to 3:00pm

Construction address: _____

Applicant: _____ Phone #: _____

Mailing address: _____ Email: _____

Property owner(s): _____ Phone #: _____

Mailing address: _____ Email: _____

Contractor: _____ Lic. # _____ Phone #: _____ E-mail: _____

Elec. sub-con: _____ Lic. # _____ Plumbing sub-con: _____ Lic. # _____

Hvac sub-con: _____ Lic. # _____ (license req. for project over \$7,500 or trade license for project exceeding \$10,000)

Subdivision: _____ Lot #: _____ Square/block #: _____

Property area sq.ft.: _____ Corner lot? _____ Construction value: _____

List any servitude(s) on property: _____

Proposed structure dimensions: _____ Total area: _____ # of stories: _____

Attached _____ Detached _____ Existing residence sq.ft : _____ **(attached additions include trade permits)**

Distance from proposed structure roof edge to property line: _____

Distance from proposed structure roof edge to existing structures roof edge: _____

Detached structures with utilities require additional trade permits.

Check proposed trades permit types: _____ Electrical _____ Plumbing _____ Mechanical _____ Gas

Project description: _____

Checklist for obtaining Permit:

- _____ 1. Application signed and dated. If applicant is not the property owner written consent must be provided
- _____ 2. Copy of act of sale or deed to the property
- _____ 3. Survey signed and dated by a licensed land surveyor of structures
- _____ 4. Site plan indicating the complete layout of the lot with the location of all existing and proposed structures, the actual building setback dimensions, including proposed drainage pattern
- _____ 5. Copy of culvert permit, if req. contact; Public Works (985-783-5102) or DOTD (504-437-5102) for State Hwy
- _____ 6. Construction debris removal form (attached)
- _____ 7. Proposed structures located within 1500 feet of the base of the levee must have approval letter from the Levee Board (East bank call 225-869-9721; Westbank call 225-265 7545)
- _____ 8. Pre-fabricated structures must be submitted with a set of plans from the manufacturer with anchoring
- _____ 9. A complete set of building plans designed to criteria as per IRC (international residential code) Chapter 3 R301.21.1 design criteria **(see criteria for plan submittal on next page)**
- _____ 10. Plans must contain a statement that indicates the wind speed that the structure has been designed
- _____ 11. Grade/benchmark certificate signed and dated by a licensed land surveyor for the following;
 - a. detached structures over 144 square feet
 - b. attached additions 50% or larger than the main structure

* **note:** open-walled patio-covers and screened enclosures maybe exempt from elevation requirements
- _____ 12. Appropriate fees paid in full as per fee schedule provided. ***Checks or money orders only***

MINIMUM CRITERIA FOR PLAN SUBMITTAL FOR STRUCTURES OVER 200 SQ. FT.

Floor plan (can be hand drawn)

Type of foundation _____ Slab, _____ raised floor, other _____

Dimensions of the footings _____

Re-bar size _____ Type of Moisture Barrier _____

Anchor type _____ bolt _____ strap _____ other _____

Anchor bolt dim _____ Strap dim _____

Door size _____ Window size _____

Roof Type _____ Gable _____ Hip _____ Flat _____ Other _____

Roof Material _____ Metal _____ Asphalt shingle _____ Other _____

Roof Pitch _____ Rafter size _____ Rafter spacing _____

Wall Type _____ Wood _____ Brick _____ Metal, _____ Other _____

Wall Height _____

Stud material _____ Stud spacing _____

Plumbing _____ Yes _____ No If yes, list detail on floor plan

Mechanical _____ Yes _____ No If yes, list detail on floor plan

Electrical _____ Yes _____ No If yes, list detail on floor plan

FEE SCHEDULE FOR ADDITIONS/ ACCESSORY BUILDINGS/ PATIO COVERS

Permit Type	Permit Fee	Plan Review and Inspection Fee
Residential Additions (all attached buildings)	\$25	\$0.36/SF (12 inspections w/ trades)
Residential Detached Accessory (1 or more walls)	\$25	\$0.18/SF--\$60.00 min (no trades)
Residential Detached Accessory (no walls <i>greater</i> than 500 sq. ft.)	\$25	\$160.00 (2 inspections) (no trades) 2 inspections per req. trade permits
Residential Detached Accessory (no walls <i>less</i> than 500 sq. ft.)	\$25	\$60.00 (2 inspections) (no trades) 2 inspections per req. trade permits
Residential Detached Accessory (walls or no wall <i>less</i> than 200 sq. ft.)	\$25	N/A (exempt from building code inspection; Zoning inspection req.)
Res Attached Alum Patio Covers	\$25	\$60 (1 inspection) no trades
Each Additional Re-inspection		\$60
TOTAL FEE REQUIRED		

ATTENTION: **Accessory buildings will not be issued a separate electric meter.**

Issuance of a Certificate of Zoning Compliance does not release the landowner from private restrictions or covenants of the subdivision in which the structure is built.

APPLICANT SIGNATURE: _____ (DATE)_____

OWNER SIGNATURE: _____ (DATE)_____

FEE AMOUNT PAID: _____ (DATE)_____

PERMIT SECTION SIGNATURE: _____ (DATE)_____

CONSTRUCTION PROCEDURE

- Complete application with all required documentation must be submitted and fees paid for by check or money order.
- The application and building plans will be sent to the Building Official for review and approval according to the Louisiana State Uniform Construction Code (as amended).
- Planning Department will contact the applicant when the permit is approved.
- The Applicant shall sign the Construction Permit which will be issued by Planning Department with a copy of the approved Construction Plan Review, notations and a Construction Placard.
- Applicant shall **post the Construction Placard** where it is visible from the street.
- After obtaining permit the Applicant can proceed with construction of the foundation and call South Central Planning & Development Commission at **985-655-1070** for the pre-pour inspection and subsequent required inspections.
- *****If a grade certificate is required, it shall be submitted to the Planning Dept for approval of the form height prior to pour*****
- If project does not require pouring a foundation refer to the cover letter provided in your permit package for the next required inspection.
- Final Elevation Certificate or grade certificate must be submitted on required projects.
- Upon completion of the project and final inspection by South Central Planning & Development Commission with Zoning requirements in compliance a Certificate of Occupancy will be issued by the Planning Dept.

Construction Debris Removal Form (Per Ord. # 13-10-7)

Date:_____

Project type:_____

Project location:_____

Choose one of the following:

☐ **Container:** I agree to provide a contract with a commercial container provider during the duration of the construction project. The container will be placed within the property boundaries and not interfere with vehicular sight lines. The container will be hauled to a State permitted disposal site.

Container Provider name:_____

Debris hauling contract provided_____ (Initial Planning Dept.)

☐ **Daily haul off:** I agree to contain all construction debris in an approved container which will be hauled off **daily** to a State permitted disposal site during the duration of my commercial, residential or renovation project.

Debris vendors name:_____

State permitted disposal site: _____

☐ **Minor residential:** I agree to dispose of all debris in a container which can be readily picked up by the garbage service.

I have read the following penalties involved with violating Ord. 13-10-7:

Failure to contain or haul off debris in accordance with agreement by any person or commercial vendor shall be convicted of a misdemeanor and violators upon conviction will incur penalties as defined in State Revised Statutes 14:100.1, penalty fine of not more than five hundred dollars (\$500.00) and/or imprisoned for not more than six (6) months, or restitution of costs incurred by the Department of Public Works as determined by the court for each offense.

DRAINAGE

YOU ARE HEREBY INFORMED OF THE FOLLOWING CONSTRUCTION RELATED TO DRAINAGE REGULATIONS system:

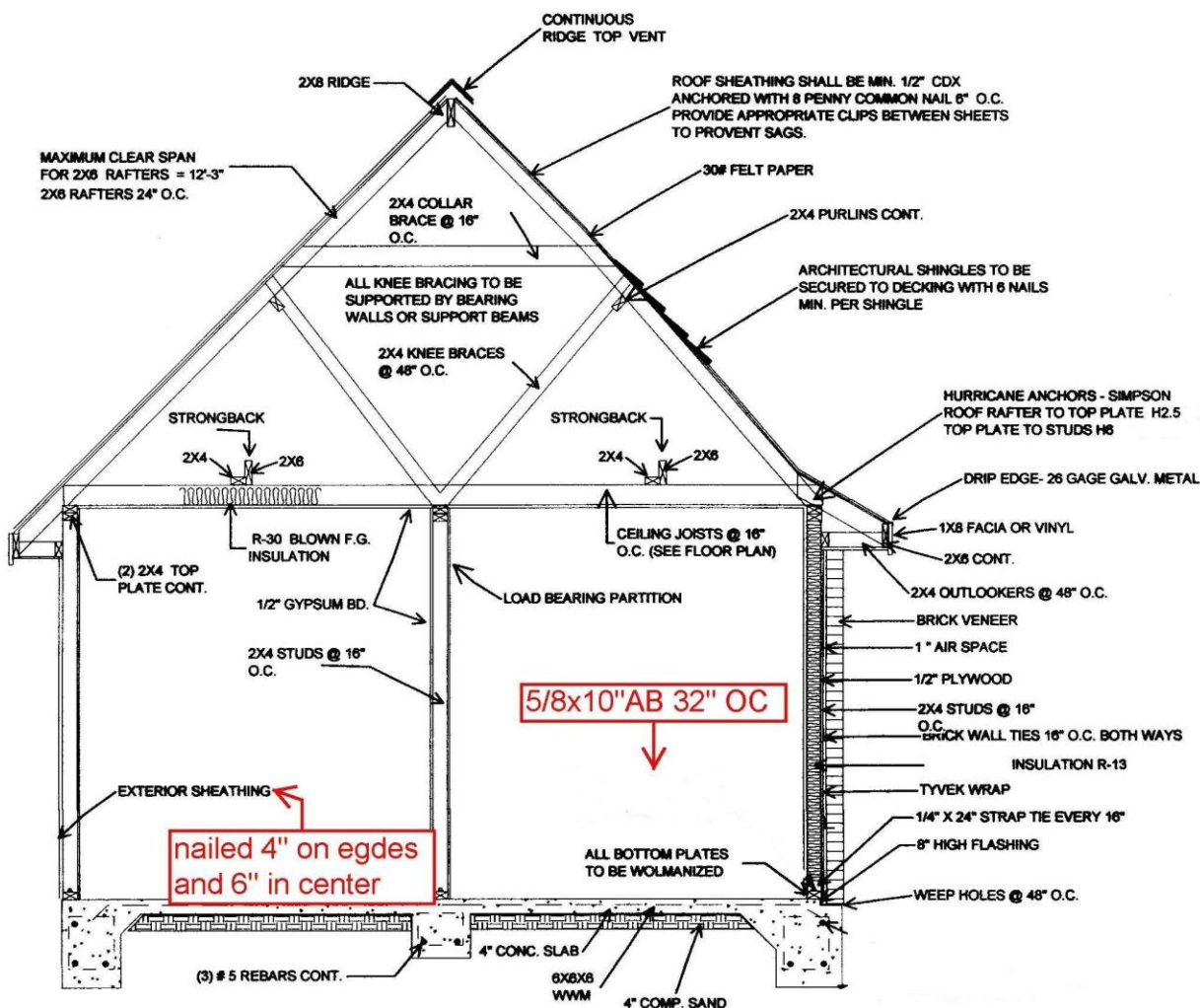
DRAINAGE DITCH BLOCKAGE (PARISH LAW): Under Section 7-1 of the Parish Code, it is illegal, “for any person to allow any dirt, sand, concrete, lumber, etc., to be placed or to be allowed to be placed so as to slip, fall, or run into any drainage ditches and canals under the jurisdiction of the Parish Council.” Penalties are provided for violation of this law under Code Section 13-9.

FLOODING OF NEIGHBORING PROPERTIES (DUE TO IMPROPER CONSTRUCTION PRACTICES): The Louisiana State Civil Code specifically prohibits any alteration of the natural watercourse over any properties, which would cause substantial damage to neighboring properties. Offending property owners would be liable for such actions within the state civil court

Signed:_____ Date_____

Approved : _____(Planning Dept.)

TYPICAL BUILDING PLAN SAMPLE



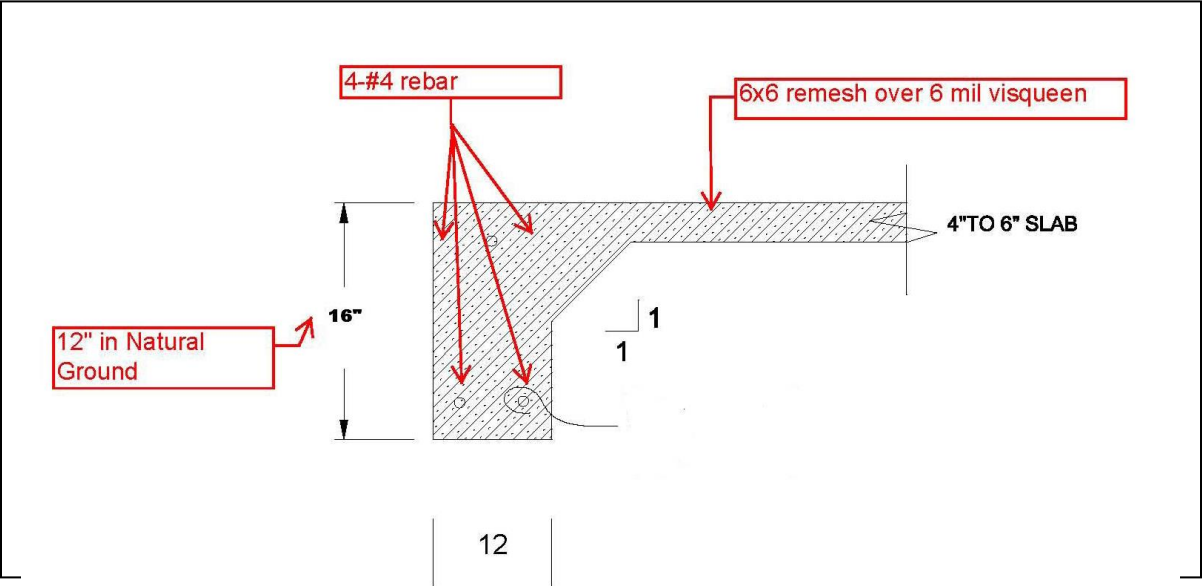
ROOF AND FRAMING NOTES

1. ALL WOOD FRAMING MEMBERS SHALL BE NO. 2 PINE KILN-DRIED WITH 15% MOISTURE CONTENT AT THE TIME OF DRESSING.
2. INSTALL HEADERS OVER ALL OPENINGS TO COMPLY WITH CODE.
3. ALL FRAMING SHALL BE IN ACCORDANCE WITH THE STANDARD BUILDING CODE AND SHALL BE ABLE TO WITHSTAND APPLICABLE LOADS AS REQUIRED.
4. RAFTERS TO BE 2X6 TYP. UNLESS OTHERWISE NOTED (2X8 AT VAULTED CEILINGS).
5. 2X4 LADDER TRUSS AT 24"; O.C. TYP. AT GABLE ENDS WHERE APPLICABLE.
6. BRACE "GABLE END" AGAINST LATERAL LOADS WITH BLOCKING AT 4' ON CENTER.

strap all
openings as
per SSTD
10-99

ROOF AND SUPPORT

ALL ROOF BRACING TO COMPLY WITH SECTION R-802.5.1 OF THE 2006 I.R.C.





V.J. St. Pierre Jr.
PARISH PRESIDENT

SAINT CHARLES PARISH DEPARTMENT OF PLANNING AND ZONING

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FLOOD ELEVATION ACKNOWLEDGEMENT

I (We) the undersigned, do hereby acknowledge that I (we) have been advised that my proposed structure is located in a Special Flood Hazard Area, as determined by the Federal Emergency Management Agency (FEMA). I (we) have been advised of the required minimum elevation of this (these) structures, as determined on the Flood Insurance Rate Map (FIRM). I (we) further understand that **ALL STRUCTURES, RESIDENTIAL, AND NON-RESIDENTIAL, MUST BE CONSTRUCTED AT OR ABOVE THE REQUIRED BASE FLOOD ELEVATION. THIS INCLUDES, BUT IS NOT LIMITED TO, ATTACHED AND DETACHED STRUCTURES, AIR CONDITIONING UNITS, WATERHEATERS, WASHING MACHINES AND DRYERS. EACH STRUCTURE MUST HAVE ITS OWN ELEVATION CERTIFICATE.**

In cases where an accessory structure (attached or detached) can not comply with the base flood elevation requirements, that portion below must be constructed in accordance with **FEMA Technical Bulletins 1-93, 2-93, or 3-93**. These bulletins govern the flood proofing and structural requirements, as mandated by FEMA, for structures built below base flood elevation and are available from St. Charles Parish Department of Planning and Zoning.

Certificate of Zoning Compliance will not be issued until all provisions of the aforementioned FEMA regulations are met.

In order to insure that all Floodplain Regulations are enforced I (we) understand that I (we) must provide a forms survey and an elevation **BEFORE**, I pour concrete or proceed with construction of **ANY** portion of this structure(s). **FAILURE TO SUBMIT REQUIRED INFORMATION BEFORE POURING CONCRETE WILL RESULT IN A CEASE & DESIST ORDER PLACED AGAINST FURTHER CONSTRUCTION ACTIVITY UNTIL INFORMATION IS SUBMITTED TO THIS DEPARTMENT.**

Applicant Name (please print)

Applicant Signature

Date

St. Charles Parish Official

Permit